

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subéquente à une offre d'aide temporaire

Page: 1

To: - À: EXCEL HUMAN RESOURCES SUITE 300 102 BANK ST OTTAWA ON K1P 5N4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente Standing offer No. - N° d'offre permanente EN578-060502/172/ZT		Contact - Personne-ressource Latouche, Janie		Tel. No - N° du Tél. 613-946-9012		Fax No. - N° de télécop.		Order No. N° de la demande 4500127240	
Vendor # - N° fournisseur 100970			Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 819-956-1678		Fax No. - N° de télécop. 613) 230-1623		Order date Date de la demande 01/29/2016	
Date required - Demandé pour le 02/01/2016												

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
	Main Tasks will include: # Go through boxes of old GAPDA material (pre-May 2014) and separate the material into closed files and active files/boxes # Liaise with the records services to locate old GAPDA material # Insert GAPDA documents in relevant active folders # Organize the closed files in boxes # Send requests to record services to receive (incoming) old GAPDA material and send (outgoing) GAPDA material of active and closed boxes/files					

Approved by Approuver par Carole Millet		Name of referral Personne référée James Robertson		Contact person Personne contact [REDACTED] s.19(1)		Classification Classification Senior / Cleark, Records		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual - French &		Hours of work Heures de travail 315 hours		Over Time Heures supplémentaires N/A		Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 02/01/2016 To: 03/31/2016	

Delivery Address - Adresse de livraison FAMILY, CHILDREN & YOUTH SECTION DEPARTMENT OF JUSTICE CANADA ATT: MATHEW LABELLE (613-957-2787) 360 ALBERT ST OTTAWA ON K1R 7X7		Invoicing address - Adresse de facturation FAMILY, CHILDREN & YOUTH SECTION DEPARTMENT OF JUSTICE CANADA ATT: MATHEW LABELLE (613-957-2787) 360 ALBERT ST OTTAWA ON K1R 7X7		FOB - FOB FOB Destination 4,558.05		Amount - Montant / CAD 4,558.05	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 592.55	
						T. Amount - Montant T. / CAD 5,150.60	

Certified pursuant to subsection 32(1) of Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

Pe On file 10000199/14

Signature _____ Date _____

Approved for the Minister Approuvé pour le Ministre

[Signature]

Signature _____ Date _____

2016-02-29

Canada 000001

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No.
N° de la demande
4500127240

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00010	# Maintain an updated master list of all GAPDA material including disposition dates (based on approved retention period) -Temporary Help - Records Management Financial Codes Codage financier 3601 -75020 - 15 -1100 =====	HR	315.000	14.47		4,558.05
	The currency of this P.O. is - La devise de ce bon est : CAD =====					

Amount - Montant / CAD	4,558.05
T. taxes - T. taxes / CAD	592.55
T. Amount - Montant T. / CAD	5,150.60

000002